

Copy Services Contract Price List

Copy Source

1122 North State Street
Bellingham, Washington 98225
Website: www.copysource.com

Phone: 360-738-1280
Fax: 360-738-0864
Email: sales@copysource.com

Note: Prices listed do not include 5% PRT administration fee or sales tax.

Standard Black & White copies

8½ x 11

20# White Bond	\$.03 each
20# Colored Bond	\$.04 each
20# Bond, 3-hole Punch	\$.04 each
60-70# Text	\$.05 each
65-80# Cover	\$.09 each

8½ x 14

20# White Bond	\$.034 each
20# Colored Bond	\$.044 each
60-70# Text	\$.06 each
65-80# Cover	\$.10 each

11 x 17

20# White Bond	\$.06 each
20# Colored Bond	\$.07 each
60-70# Text	\$.09 each
65-80# Cover	\$.20 each

Color Copies

8½ x 11, 24# Laser Bond	\$.30 each
8½ x 11, 65# Cover	\$.39 each
8½ x 14, 24# Laser Bond	\$.40 each
8½ x 14, 65# Cover	\$.49 each
11 x 17, 24# Laser Bond	\$.59 each
11 x 17, 65# Cover	\$.69 each

File Copying *(See back for descriptions of file copying grades.)*

Grade A, Standard	\$.05 each
Grade B, Light	\$.07 each
Grade C, Medium	\$.11 each
Grade D, Heavy	\$.15 each
Grade E, Glass Work	\$.20 each

Transparencies

8½ x 11, Black & White	\$.50 each
8½ x 11, Color	\$1.20 each
11 x 17, Black & White	\$1.00 each
11 x 17, Color	\$2.00 each

Tabs *(White, No Mylar, 5 Tabs Per Set)*

Black & White	\$.89 each
Color	\$3.00 each

Binding

Staple	\$.035 per book
Saddle-stitch	\$.064 per book
Pad	\$.40 per pad
Comb Bind	\$.90 per book
Spiral Bind	\$.90 per book
Thermal Bind	\$.90 per book

Job pickup available in Bellingham, and online ordering available statewide.

Rush jobs: 25% extra.

About the Washington State Department of Printing Copy Services Contract

The Washington State Department of Printing (PRT) Copy Services Contract provides state agencies and political subdivisions located outside of Thurston County convenient copying and related services at prices similar to those of PRT Copy Centers. Copy Source is one of several participating private vendors across Washington State who provide cost-effective copying and related services under this contract.

Any state agency, city, county, school district, or other political subdivision may take advantage of the cost savings offered by the PRT Copy Services Contract as long as the following conditions are met:

- The organization has established a customer account with the Washington State Department of Printing. Political subdivisions must complete a short interlocal agreement when setting up a new customer account with PRT.
- The agency has submitted a completed A21-A Requisition Form to the Department of Printing to authorize use of the contract.
- The organization is located outside of Thurston County.
- Orders are for copying and related services included in the contract, and cost no more than \$1500 total.

Setting up a new customer account

In order to take advantage of the cost savings offered by the Copy Service Contract, you must first be a customer of the Department of Printing. In general, state agencies are already PRT customers. However, other political subdivision, such as cities, counties, and school districts, may need to establish a new customer account by completing and signing a short interlocal agreement with the Department of Printing. For more information about establishing a new customer account and completing an interlocal agreement, please call the Department of Printing at 360-570-5555.

Signing up for the contract

After you have become a PRT customer, you can sign up to use the Copy Services Contract at Copy Source simply by submitting an open requisition to the Department of Printing. To submit an open requisition, fill out an A21-A Printing Requisition and be sure to include the following information:

- The name of your organization and your Department of Printing customer account number.
- The type of service you want and the period of time you want the requisition to be valid. For example, "Open Requisition for Copy Services Contract through June 30, 2005."
- The name(s) of the Copy Services Contract vendor(s) you want to use.
- Your contact information, including telephone number, email address, and billing address.
- A valid requisition number and all the necessary authorizing signatures.

You may download an electronic A21-A by going to the Downloads section of the Department of Printing website at www.prt.wa.gov and clicking on "Forms." If you have questions about the requisition form or would like assistance filling one out, please contact your Department of Printing Customer Service Representative by calling us at 360-570-5555 or clicking on Customer Support at the Department of Printing website.

More information

If you are a Department of Printing customer and would like to sign up to use the Copy Services Contract, please contact your PRT Customer Service Representative (CSR) for information and assistance. If you are not a Department of Printing customer yet, please contact your PRT Customer Education Specialist to set up a new Copy Services Contract account. You may contact the Department of Printing for more information about the Copy Services Contract at:

Mailing address: PO Box 798, Olympia WA 98507-0798

Telephone: 360-570-5555

Website: www.prt.wa.gov

File Copying Grades

Grade A, Standard: Originals are large, rubber-banded sections or loose documents of straight copy. Originals must be in excellent condition, one-sided, using the same size paper with no staples, clips, or folder tabs.

Grade B, Light: Originals consist of large, stapled or clipped sections. Occasional small sections of stapled or clipped documents may be mixed in, but not to the extent of slowing down copy output. Also included in this category would be all work that is two-sided, even if it is straight copy. If three or more copies of this grade are requested on the same order, the job will be adjusted one grade down.

Grade C, Medium: Originals with primarily stapled or clipped sections of letter and legal size, including copying of file folders and file tabs. Typically, there will be no fewer than six pages per staple or clip. This category also includes binders that require removal and reinsertion. If three or more copies of this grade are requested on the same order, the job will be adjusted one grade down.

Grade D, Heavy: Originals as described in Grade C above, but with small, stapled and clipped sections of five or fewer pages of mixed sizes, such as receipts, envelopes, statements, etc. Originals may have multiple sticky notes to be removed and replaced. If three or more copies of this grade are requested on the same order, the job will be adjusted one grade down.

Grade E, Glass Work: Originals which require greater than 50 percent placement by hand, such as receipts, statements, checks, envelopes, odd-sized originals, and extremely poor quality originals that require extensive handling on a page-by-page basis. If three or more copies of this grade are requested on the same order, the job will be adjusted one grade down.